

4

RULES AND ORDERS
OF THE
PUBLIC HOSPITAL

IN THE
TOWN OF CAMBRIDGE,

FOUNDED BY
DR. ADDENBROOKE,

AND

Supported by Voluntary Subscriptions.



63

CAMBRIDGE,

Printed by J. ARCHDEACON, Printer to the UNIVERSITY.

M.DCC.LXXVIII.

*Gough adds Cambridge
4° 32.*

RULES AND ORDERS

OF THE

PUBLIC HOSPITAL

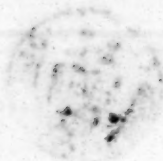
IN THE

TOWN OF CAMBRIDGE

FORWARDED BY

DR. ADDENBROOK

AND



supported by Voluntary Subscriptions.

CAMBRIDGE

Printed by J. Ascham & Co., Printers to the University.

M.DCCCXXIV

RULES AND ORDERS
OF
ADDENBROOKE'S HOSPITAL
IN THE TOWN OF CAMBRIDGE.

I. **T**HAT the Government of this Hospital be Incorporated placed in the Hands of certain Persons, to be called, *The President and Governors of Addenbrooke's Hospital in the Town of Cambridge*. Under which Name they are incorporated, have perpetual Succession, and a common Seal. *Act of Parl. p. 5.*

2. That the Right Honourable *Philip* Earl of *Hardwicke* Lord Lieutenant of the County of *Cambridge*, and from and after the decease of the said Earl, the Lord Lieutenant of the said County of *Cambridge* for the time being, shall be President of the said Hospital. *Act of Parl. p. 6.*

3. That the Right Honourable *Philip* Earl of *Hardwicke* Lord Lieutenant of the County of *Cambridge*, and the Lord Lieutenant of the County of *Cambridge* for the time being, the Chancellor of the University of *Cambridge* for the time being, the Lord Bishop of *Ely* for the time being, the Right Honourable *Thomas* Lord *Montfort* High Steward of the Corporation of *Cambridge*, and the High Steward of the said Corporation for the time being, the High Sheriff of the County of *Cambridge* for the time being, the Representatives in Parliament for the County, University, and Town of *Cambridge* for the time being.

A time

time being, the Vicechancellor of the University of *Cambridge* for the time being, and the Mayor of the Town of *Cambridge* for the time being, together with any Person, who hath paid, or at any time shall pay, into the Hands of the Treasurer or Treasurers of the said Hospital for the time being, the Sum of Twenty-one Pounds or upwards at one time for the Use of the said Hospital, shall be Governors of the said Hospital; and also every Person, who shall at any time pay into the Hands of the said Treasurer or Treasurers the yearly Sum of Two Guineas, or more, for the Use of the said Hospital, shall, during such Time as they shall respectively continue to pay the same, be respectively Governors of the said Hospital. *Act of Parl. p. 4, 5.*

4. That no Person shall be capable of acting as a Governor, who shall hold or enjoy any Place of Profit arising by virtue of the Act of Parliament *for establishing, &c. the said Hospital*, or who shall enter into any Bargain or Contract for the Sale of any Goods or other Things for the Use of the said Hospital, during the time such Bargain or Contract shall be subsisting. *Act of Parl. p. 5.*

General
Court, quar-
terly and
special.

5. That a General Court of Governors be held at the said Hospital four Times at the least in every Year, (that is to say, on the *Monday* next after *March* the 25th, *June* the 24th, *September* the 29th, *December* the 25th,) or oftener, if Occasion shall require, upon Notice thereof given by the said Governors, or any Seven or more of them, or by their Order, by publishing the same in the *Cambridge News-paper*, and by affixing a like Notice in Writing upon the Gate, and in the Board-room of the said Hospital, Twenty Days at least before every such Meeting. *Act of Parl. p. 6, 7.* This Notice shall specify the business to be transacted.

6. That

6. That the said Governors, assembled at any such General Court, shall have full Power and Authority in the Name of the Corporation of the President and Governors of the said Hospital, to enter into such Contracts, as they or any Nine or more of them shall think proper, and to do, manage, transact and determine all such Matters and Things, as shall to them or any Nine or more of them at any such General Court appear to be necessary, or proper, for the carrying on the good Purposes of the Hospital; and shall and may appoint such Weekly or other Boards of the said Governors or any Five or more of them, with such Powers and Authority, as they shall think necessary. *Act of Parl. p. 7.*

General
powers of the
Governors.

7. That the said Governors in a General Court assembled, or any Nine or more of them, have Power to make, ordain and constitute such and so many Bye-laws, Constitutions, and Ordinances, as to them shall seem necessary for the better governing, regulating, ordering and management thereof; and the same so made to put in use; and at their Wills and Pleasures to revoke or alter the same or any of them. *Act of Parl. p. 7.*

Power to
make Bye-
laws.

8. That the said Governors, or any Nine or more of them, at a General Court, shall have Power from time to time and at all times to appoint such Officers and other Persons, as they shall think necessary to employ for the purposes of the Hospital, and to suspend or remove such Officers and other Persons, and to appoint others in case of Death, or of such removal or suspension; and likewise to make such Allowances to such Officers and other Persons for their Services, as to the said Governors at such General Court shall seem reasonable. *Act of Parl. p. 7, 8.*

Power to
appoint
Officers.

9. That there be a Weekly Board of Governors, which shall

Weekly
Board.

shall consist of Five at least; to meet every *Monday* at Eleven of the Clock at the Hospital.

10. That any Five or more of the said Governors at any Weekly Board, being impowered by a General Court so to do, may suspend or remove any such Officers or other Persons, and may appoint others in case of Death, or of such removal or suspension, until a General Court shall be held: and the said Governors or any Nine or more of them at a General Court shall and may confirm such appointments, or may remove such Officers or other Persons, and appoint others in their room, as they shall think fit. *Act of Parl. p. 8.*

11. That the Weekly Board regulate all matters relating to the Admission and Discharge of Patients, enquire into the Behaviour of Officers, and Servants, examine and pass Accounts, order Payments, prepare Matters for the General Court, and transact such other Affairs, as shall be committed to them by the General Court.

12. That the President at all Courts and Meetings take the Chair, but in his Absence the Members present chuse their own Chairman, and that the President or Chairman have a casting Voice. *Act of Parl. p. 7.*

13. That a List of all Matters to be transacted at a General Court be made and hung up in the Board Room, at least fourteen Days before.

14. That at every General Court, the Proceedings of the last General Court, and at every Weekly Board, the Proceedings of the last Weekly Board, shall be read over; and that no Order of either such Court or Board, shall continue longer in force, unless confirmed by such subsequent Court or Board.

15. That the Proceedings of every Court and Board be fairly registered.

16. That

16. That at the General Court in *June*, a Trea- Treasurer.
surer be annually chosen out of the Governors, who
shall enter upon his Office at *Michaelmas* following; and
shall give Bond, in the Sum of One Thousand Pounds,
to such Persons, as the General Court shall appoint, for
the due accounting for all such Money, as he shall re-
ceive for the Use of the Hospital. *Act of Parl. p. 8, 9.*

17. That the Treasurer shall give an Account to the
Secretary every Week of those Gentlemen, who have
paid their Subscriptions, and that the Secretary shall
enter the same in his Book.

18. That the Two Keys of the Box, which contains
the Writings and common Seal of the Hospital, be kept,
One by the Treasurer, the Other by the Secretary.

19. That at the General Court in *June*, two Contribu- Auditors.
tors be annually chosen, to inspect, and audit the Accounts
of the Hospital; and to report the State of the Accounts
from time to time to the General Court; and that they
enter upon their Office at *Michaelmas* following.

20. That the Treasurer pay no Bills but such as shall
be signed by the Chairman at a General Court or Weekly
Board, or by the Auditors.

21. That the Physicians and Surgeons of the Hospital Physicians
act as Governors at all General Courts, *Act of Parl. and Sur-
geons.*
p. 5. and Weekly Boards.

22. That a Matron, Apothecary and Secretary, be Officers and
from time to time appointed as Officers, and that a
Porter, Nurses, &c. be appointed as Servants to attend
the Hospital.

23. That when any Vacancy shall happen in the Office Election of
of Physician or Surgeon, or of Matron, Apothecary, or
Secretary, the Weekly Board, Seven Governors being
present, shall summon a General Court to fill up the
Vacancy,

Vacancy, unless the stated General Court shall happen in course at a convenient Distance; and then Twenty Days Notice shall be given of such Election, in the manner prescribed for Special General Courts. *See Rule 5.*

24. That the Weekly Board have Power to remove Nurses and Servants, and to appoint others in their stead, and (Seven Members being present) to suspend the Matron, Apothecary, or Secretary, for misbehaviour, and appoint others during their Suspension. *See Rule 10.*

Visiting
Clergymen.

25. That the Ministers of the Parishes in *Cambridge* be desired, by Weekly Rotation, to visit the Sick, to read Prayers every Day, and to administer the Communion at proper times.

House
Visitors.

26. That two, or more, of the Contributors be appointed at every Weekly Board to visit the House, together, or by turns, once every Day for the ensuing Week; each of which, in case of Sickness, or necessary Avocation, may appoint another Contributor to be his Deputy.

27. That the House Visitors be Members of the Weekly Board.

28. That the visiting Clergymen who attend to read Prayers, shall have Power to act as House Visitors.

Visiting
Apothecaries.

29. That such Apothecaries of the Town, as are Subscribers, be desired, by Monthly Rotation, to visit the Dispensary, whenever they please, and to see that the House Apothecary does his Duty; and that they enter their Observations in a Book provided for that purpose.

Yearly
Meeting.

30. That an annual Meeting of all the Contributors be held in *June* or *July*, on a Day to be fixed at the preceding General Court, and that a Sermon be then preached before the Society.

31. That the President, or in his absence the Treasurer, preside at the annual Meeting, and that the President always appoint the Preacher.

32. That

32. That a Report of the State of the Hospital and of the Number of Patients received and discharged within the Year, and an Abstract of the Accounts of the Hospital be drawn up at the end of every Year, by the Auditors of the preceding Year, and published for the Satisfaction of the Contributors.

33. That all Elections, and all Questions shall be decided by a Majority of Votes present, which shall be taken by Ballot, if required. *See Rule 12.* Elections to be by Ballot.

34. That in all Elections, where there are more than two Candidates, if a Majority of the whole Number present does not appear for any one Candidate upon the first Scrutiny, the Chairman shall proceed to a second Election, leaving out the Candidate, who has the fewest Votes, and so on till such a Majority be found.

35. That every Subscription for the future shall be deemed to commence on *Michaelmas* Day preceding such Subscriptions.

36. That to all Persons, whose Subscriptions shall be three Months in Arrear, a Monitory Letter shall be sent to prevent further delay of Payment; and when the yearly Accounts shall be printed, the Name and Amount of the Arrears of every Subscriber shall always be inserted therein. Monitory Letter.

37. That no Treasurer, Auditor, Physician, or Surgeon, shall receive any Reward, Salary, or Gratuity from the Hospital for his Service. Officers to serve Gratis.

38. That no Patients, or Persons related to the Hospital, do at any time presume, on pain of Expulsion, to give or take of any Tradesman, Patient, Servant, Stranger, or other Person, any Fee, Reward, or Gratuity of any Kind, directly or indirectly, for any Service done, or to be done, on account of the Hospital. Servants, &c. to receive no Gratuity.

39. That

39. That all Persons employed as Servants in the House be free from the Burthen of Children, and the Care of a Family, and, when first hired, not above the age of Fifty.

Table of Rules.

40. That a Table of the Rules and Orders, which relate to the Conduct of Patients and Servants, be hung up in each Ward, and publickly read over every *Sunday Morning*, by one to be appointed by the Matron.

Inventory to be kept.

41. That an Inventory be kept by the Secretary, and a Copy thereof by the Matron, of all the Household-Goods, and Furniture of the Hospital; and that once a Year, at some convenient time before the stated Court at *Michaelmas*, the Auditors do cause a fresh Inventory to be made, and compare it with that of the preceding Year, as well as with the Account of what has been purchased since; and that, as often as any thing shall be missing, the Matron immediately declare it to the Visitors of the Week.

Officers, &c. to account on Oath.

42. That all Officers and other Persons employed in the Hospital shall, when required by the Governors, or any Nine or more of them, make and render to the said Governors, or any Nine or more of them, a true, exact, and perfect Account in Writing under their respective Hands upon Oath, to be taken before two or more of the said Governors, (which Oath two of the said Governors are empowered to administer) of all Monies, which he, she, or they, and every of them respectively, shall to that time have received, paid and disbursed, by reason of their respective Offices. *Act of Parl. p. 8.*

Method of dealing with Tradesmen.

43. That the Method of dealing with Tradesmen (unless when the circumstances of the Case require otherwise) be to publish an Account of the Provisions, and

and Goods wanted, and Notice for such Tradesmen, as are willing to furnish the same, to bring a Proposal sealed up to the Secretary, at a Day fixed.

44. That Tradesmen bring in their Bills on every Quarter-day, or within one Month after the same, or otherwise that they will be excluded from serving the Hospital for the future.

45. That the Physicians and Surgeons of the House, and Apothecaries, who are Subscribers, be a Committee for buying Drugs, and that any three (one of them being an Apothecary) have power to act. Committee to buy Drugs.

46. That the Appointment of the particular Diet of the Patients be referred to their respective Physicians, or Surgeons, and that no other Provisions, or Liquors, be brought into the House to the Patients, on any Pretence whatsoever. Liquors, &c. prohibited.

47. That if any Person, not a Patient of this Hospital, go into the cold Bath of the said Hospital, such Person shall pay Three-pence every time, or five Shillings *per* Quarter; if into the warm Bath, Six pence; unless the same be heated on purpose, in which case, one Shilling and Six-pence shall be paid: and that if any of the said Persons make use of the Sedan Chair, they shall pay Four-pence every time, or one Guinea *per* Quarter. These Payments are to be made to the Matron for the Use of the Hospital. Baths;

48. That a Charity Box be set up, and the Keys be kept, one by the Treasurer, and the other for the President by the Secretary, and the Money therein collected be applied to the Use of the Hospital. Charity Box.

ADMISSION *and* DISCHARGE of PATIENTS.

Time of Ad-
mission.

49. That Patients be admitted, and discharged every *Monday* by the Weekly Board, between the Hours of Eleven and Twelve.

50. That in case a sufficient Number of Governors cannot be got together on the Days appointed for the Admission of Patients, it may be lawful for the Physician and Surgeon of the Week, with the Consent of as many Governors as shall happen to be present, to discharge such Patients, as desire to be discharged, and also to receive into the said Hospital such Patients, as shall then offer themselves, and as they shall approve of, who are to remain there, until the next regular Weekly Board determine upon their admission or rejection.

51. That all Patients, who come recommended to the Hospital, be there before Eleven of the Clock in the Morning on *Mondays*, or they cannot be admitted till the Week following, and that they come clean and free from Vermin.

52. That no Horse or Cart bringing a Patient to the Hospital return home until it is known whether the Patient can be admitted or not.

Rules of Ad-
mission.

53. That no Patients be admitted, who are able to subsist themselves, and pay for Medicines.*

54. That no Person be admitted a Patient, but by Recommendation of a Subscriber, or Benefactor, unless in cases, which admit of no delay; in which cases the Apothecary and Matron may receive Patients, giving
immediate

* N.B. It is requested of the Subscribers to be particularly attentive to this Rule, for the sake of the real Objects of this Charity; as Persons have sometimes applied for Admission, whose Circumstances would enable them to pay for such Assistance as they wanted.

immediate Notice to the Physician, or Surgeon, of the Week.

55. That no Patient usually residing in any other County, than the County of *Cambridge*, shall be received into the Hospital, unless such Patient be recommended by a Subscriber usually residing, or having Property, in the same County from whence the Patient comes: except such Persons, as shall be accidentally taken ill within the said County of *Cambridge*.

56. That for every Guinea subscribed, and every Ten Guineas given in Benefactions, the Subscriber, or Benefactor, shall have a right of recommending one In-Patient in the Year, and two Out-Patients; but that no Contributor shall have more than one Patient in the House at one time; except Subscribers of Five Guineas a Year and upwards, who shall be allowed to have two Patients in the House at a Time.

57. That Benefactors of less than Ten Guineas have the Privilege for the Year ensuing their Benefaction, of recommending one In-Patient, (besides two Out-Patients) for every Two Guineas given in Benefaction.

58. That the Physicians and Surgeons of the Hospital, have the Privilege of recommending Patients as Subscribers of Two Guineas.

59. That the Head Officer of any Society, or Body Corporate, or the Officers of a Parish, subscribing annually to the Hospital, have the same power of recommending In-Patients with a Subscriber of half the Value; also two Out-Patients for every Guinea which they subscribe.

60. That no Recommendation shall be taken from any Parish, unless they shall have subscribed three Months before the time of such Recommendation.

61. That a List of such Subscribers Names as have Patients in the Hospital be kept in a Book for that purpose.

62. That no Subscriber's Recommendation be accepted, while his Subscription is in Arrear, more than three Months.

63. That a Letter signed by the Chairman of the Weekly Board, be sent to every Person recommending a Patient, acquainting him, that the Person recommended is admitted, postponed, or rejected, (as the Case requires) and that the like notice be given to the Person who recommended, when a Patient is discharged.

64. That a List of such Patients as are discharged for Irregularity, be made out by the Secretary, and hung up in the Wards.

Patients at a
Distance to
send in their
Cases.

65. That Persons, who recommend Patients from distant Places, do send their Cases drawn up by some Physician, Surgeon, or Apothecary, (*Post paid*) to which an Answer shall be returned, whether, and when, they shall be admitted. But that the Board be still at liberty to reject such Patients, if their Cases shall appear to have been misrepresented.

66. That all Persons, when admitted from a distance into this Hospital, bring with them clean Apparel, a Change of Linen, Money to pay for the washing their Linen, and likewise some Person to engage to pay the Funeral Expences of any such Patient who shall happen to die.

Preference of
Patients.

67. That when there shall be want of Room in the Hospital, for the Admission of all duly recommended, and qualified to be In-Patients; in cases of equal Exigency, the preference be given, *First*, to those, who live at the greatest distance; *Secondly*, to those recommended by such Subscribers, and Benefactors, as have not recommended

mended any In-Patients within the Year; and *Thirdly*, to those recommended by the largest Contributors.

68. That Patients duly recommended, and qualified, who cannot be admitted for want of Room, be entered into the Books as In-Patients, and received into the House upon the first Vacancies, and in the mean time treated as Out-Patients.

69. That one Bed in each Ward be reserved, as a Provision for Accidents, that require immediate Relief. Cases of Extremity.

70. That no Woman big with Child, no Child under seven Years of Age, (except in extraordinary Cases, such as Fractures, Stone, or where Couching, Trepanning, or Amputation are necessary) no Person disordered in their Senses, or subject to Epileptic Fits, suspected to have the Small-Pox or other infectious Distemper, having habitual Ulcers, Cancers not admitting of Operation, Consumptions, or Dropsies in their last stages, in a dying condition, or judged incurable, and for the present none in the Venereal Distemper, be admitted as In-Patients, or if inadvertently admitted, be suffered to continue. Exoepted Cases.

71. That no Soldier be admitted an In-Patient, until his Officer has engaged to pay his Subsistence-Money to the Treasurer of the Hospital, during such time as he shall continue there: except Soldiers on Furlough, when there is no Officer at hand to engage for them. Soldiers to pay their Subsistence.

72. That whenever a Member of a Box Club desires admittance into this Hospital, that such Member be not admitted unless the Father and Stewards of his Club agree to pay such part of their Weekly Allowance to this Hospital, as the Board then present shall think proper: and also that they, agreeable to their own Rules, pay for

for the Burial of any such Member of their Society as shall die in this Hospital.

Patients receiving no Benefit to be discharged.

73. That all Persons admitted into the House, and in two Months receiving no Benefit, be discharged, unless the Physicians, or Surgeons, certify to the Weekly Board, that there is a probability of their being cured, or receiving considerable Relief.

74. That no Out-Patient be continued on the Books for any longer time than Two Months, unless by the express Order of the Physicians and Surgeons.

Patients to return Thanks.

75. That, when Patients are cured, they be enjoined to return public Thanks, in their respective places of divine Worship.

PHYSICIANS *and* SURGEONS.

76. That the Physicians and Surgeons, one of each, attend in their turns every *Monday* at Eleven of the Clock, to examine those, who shall be recommended for Patients; to certify their Opinions of their Cases to the General Court or Weekly Board; and to prescribe for such as shall be admitted.

77. That the Physicians and Surgeons meet at the Hospital as often in a Week as is necessary, to visit their In-Patients, and consult upon difficult Cases; or when any sudden Emergency requires their Attendance: and that on one Day in every Week they do likewise prescribe for their Out-Patients then on the Book, and minute down what Patients are proper to be discharged the *Monday* following.

78. That all Patients during their Continuance, be under the Care of the Physician, or Surgeon, (and in mixed cases of both) whose turn it was to attend, when they were admitted.

79. That

79. That each Physician, and Surgeon, whose Business or Indisposition shall oblige him to be absent, engage some other Physician, or Surgeon of the Hospital to attend for him.

80. That no Person be permitted to attend Operations without leave of the Physician and Surgeon of the Patient: nor to visit the Patient in the Wards, without the leave of the Matron and Apothecary.

M A T R O N.

81. That the Matron's Salary be Fifteen Pounds a Year; and a Gratuity, not exceeding Five Pounds, be given her, if she behaves well.

82. That she take care of all the Household Goods and Furniture, and be ready to give an Account thereof, when required.

83. That she keep a daily Account of the Provisions, and other Necessaries, that are brought into the House, and lay it before the Weekly Board every *Monday*.

84. That she take care, that the Chambers, Beds, Clothes, Linen, and all other Things within the Hospital be kept clean.

85. That she keep a Diet Book, by which the Number of Patients on each Diet may be known.

86. That she cause the Names of the Patients to be called over in each Ward every Morning and Evening, and enter in the House-Visitors Book the Names of those, who are absent.

87. That she take care of the Keys of the Doors, and see, that the outer Gates be always locked at Eight in the Evening, from *Michaelmas* to *Lady-Day*, and at Nine in the Evening from *Lady-Day* to *Michaelmas*.

88. That

88. That she see, that the Nurses, Servants, and Patients do their Duty, and observe the Rules of the House, and in cases of Misbehaviour or Neglect, acquaint the Weekly Board or House-Visitors therewith.

HOUSE APOTHECARY.

89. That the Salary of the House Apothecary be Forty Pounds a Year, without any Gratuity: and that a Quarter's Wages, or a Quarter's Notice, be given by either Party disliking.

90. That he fix two Tickets on each Patient's Bed, one specifying the Name of the Patient, together with that of the Physician, Surgeon, or both occasionally; and the other the Diet, according to the prescription of the Physicians, or Surgeons; and give a List of the same to the Matron each prescribing Day.

91. That he visit the Wards every Morning, and be ready to report the State of the Patients to the Physicians, and Surgeons.

92. That he dispense no Medicines without the direction of the Physicians, or Surgeons, except in cases of Necessity, when they cannot be consulted; and that he report to the Physician, or Surgeon, what he has done.

93. That he make a Report, to the Weekly Board, of all Patients received into the House in the foregoing Week, and deliver a List, at every Board, of such Patients, as have been in the House two Months.

94. That he be not permitted to practise as an Apothecary out of the House, or attend any other Business than that of the Infirmary.

95. That no Drugs or Medicines be deposited among
the

the Stores; till they have been first inspected by the Committee for buying Drugs.

96. That the Apothecary and Matron be not out at the same time.

97. That he never be absent from the Hospital at the time, when the Physicians, and Surgeons are to attend, nor at any other time above two Hours together; and that he always give Notice to the Matron, and be within call; that he be at home at Ten o'clock at farthest, in the Evening, and do not lie out of the House without special leave from the Board, or the House-Visitors; that in such case, he appoint another Apothecary, who shall be approved by the Physicians, to officiate in his place.

S E C R E T A R Y.

98. That the salary of the Secretary be ten pounds a Year; and if he is at any extraordinary trouble on account of the Hospital, he shall be allowed for the same, as the Quarterly Court shall think reasonable.

99. That he attend at every Court and Board, to minute down, and register, all Proceedings; and that he be always ready to produce the Books and Accounts of the Society fairly written.

100. That he enter in a Register the Names of the In and Out-Patients; the Parish they belong to; their Age, and Distemper; when admitted; when discharged; and in what state.

101. That he give Notice in writing every *Monday*, to the Physician and Surgeon, whose turn it is to take in Patients, to the Clergyman, whose turn it is to visit, to the House-Visitors, who are appointed for the follow-

C

ing

ing week; and to the visiting Apothecary every Month before his turn begins.

102. That he transmit the minutes of every Quarterly Court to the President of the Hospital.

S E R V A N T S.

103. That the Nurses clean their respective Wards, by Seven in the Morning, from the first of *March*, to the first of *October*, and by Eight in the Morning, from the first of *October* to the first of *March*.

104. That the Nurses and Servants obey the Matron, as their Mistress; that they behave with tenderness to the Patients, and with civility and respect to Strangers.

105. That the Porter carefully attend the Gate, and suffer no In-Patient to go out without leave of the Matron or Apothecary; and that he inform the Matron of every Stranger that comes into the Infirmary.

106. That he obey the Orders of the Physicians, Surgeons, and Apothecary; and do the labouring work of the House, Yard or Garden, when ordered by the Matron; and that, when he is to be absent in the Town upon business, he give the Matron notice, that another may be appointed to attend the Gate.

107. That, if any Servant is dismissed for ill behaviour, such Servant shall not be allowed a month's wages.

108. That the Servants' Rules be hung up in each Ward.

109. That no Person whatsoever, who shall be employed in the said Hospital as a hired Servant, shall by reason of such service gain a Settlement in the Parish, in which the said Hospital stands. *Act of Parl. p. 9.*

P A T I E N T S

P A T I E N T S.

110. That no In-Patients go out of the Hospital, without leave, from their respective Physician, or Surgeon, first signified to the Matron or Apothecary; and that no In-Patient lie out of the House on any account whatever, on pain of being discharged for Irregularity.

111. That no Men-Patients go into the Women's Ward, nor Women-Patients into the Men's, without leave of the Matron.

112. That they do not swear, curse, behave rudely, or indecently, on pain of being discharged, after the first Admonition, for Irregularity.

113. That no Patient presume to play at Cards, or Dice, or any other Game, or to smook any where within doors.

114. That such Patients, as are able, be employed in the Service of the Hospital; that they assist in nursing the Patients; washing, and ironing the Linen; washing, and cleaning the Wards; and in any other business, that the Matron shall require.

115. That such In-Patients, as are able, be allowed to go to their respective places of Worship, on *Sundays* in the Forenoon and Afternoon; that they return to the Hospital directly; and that no Persons be admitted to visit Patients on that day till after Evening Service, without special leave of the Matron.

116. That the Out-Patients be assisted with Advice and Medicines only, and be no other way chargeable to the Society.

117. That they attend exactly at Eleven o'Clock on that Day in every Week, which their Physician or Surgeon,

geon shall appoint ; and if they absent themselves twice together, without a reasonable cause, to be allowed by their respective Physician, or Surgeon, that they be discharged for Irregularity.

118. That no fresh Medicines be given them, till they deliver their empty Phials, Gallipots, or Boxes.

119. That no Patient presume to loiter about the Hospital, the Streets or Places adjacent, or to beg any where in the Town, on pain of being discharged for Irregularity.

120. That no Person, discharged for Irregularity, be admitted again a Patient of the Hospital ; unless in some very extraordinary cases, to be unanimously approved of by the General Court or Weekly Board.

HOUSE - VISITORS.

121. That the House-Visitors enquire every Day, whether the foregoing Rules concerning Officers, Servants and Patients, have been observed ; particularly, whether the Patients be duly attended ; whether Prayers have been duly read ; whether the Patients, or Servants, have been guilty of Swearing, Drunkenness, any Immorality, or Indecency ; whether the Provisions be good ; and whether any have been carried out, or brought in to the Patients clandestinely : and that they enter what they think observable in a Book provided for that purpose.

122. That the Matron, Apothecary, and Servants, be ready to attend the Visitors in the Board Room ; that, when the Visitors enter the Wards, the Servants withdraw, and the Patients stand by their respective Beds.



